



City of Austin - JOB DESCRIPTION



AE Chief of Staff

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	11425	Salary Grade:	ZV7
Approved:	May 09, 2011	Last Revised:	May 20, 2011

Purpose:

Under the direction of the AE General Manager, the Assistant to General Manager will assist with administrative and governmental matters, coordinating communication with staff, city officials, stakeholders and customers. The position will conduct research as requested for strategic or special projects; develop implementation plans ensuring that appropriate personnel are engaged in the process and relevant information is collected and considered for critical decisions and recommendations for the AE General Manager's approval.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Prepares and revises request for information on behalf of the AE General Manager for the Office of the City Manager, Mayor and Council and has the ability to rapidly address challenges and resolve problems in a consistent fashion.
2. Provide communication and policy support to the AE General Manager to ensure Austin Energy's strategic goals, strategy, objectives and performance measures are effectively communicated to City of Austin officials, customers and employees.
3. Assist the AE General Manager with matters related to policy development, legislation and intergovernmental relations.
4. Monitor the implementation of major administrative projects critical to the AE General Manager's executive strategy for organizational effectiveness and improvement.
5. Serve as liaison between the Office of the General Manager with the Office of the City Manager, Mayor and City Council, and other City of Austin Department Heads.
6. Collaborate with key managers to collect relevant data and resources to obtain insight and perspectives related to critical decisions and draft decision briefs, including preliminary option analysis, impact on Austin Energy, staff and community for the AE General Manager and Executive Team.
7. Facilitate a project status tracking tool to ensure focus, follow through and implementation on key decisions and projects for the AE General Manager
8. Assist with the development of policy, procedures, regulations and work processes to support efficient organizational operations at Austin Energy.
9. Attend meetings and makes presentations as required on behalf of the AE General Manager.
10. Prepare and contribute to the preparation of reports, briefings, presentations and responses on Austin Energy issues as appropriate.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of utility operations.
- Knowledge of principles of supervision, training and performance evaluation.
- Knowledge of principles, practices and policies pertinent to the business.
- Knowledge of pertinent Federal, State, and local laws, codes and regulations.
- Possess a thorough understanding of both public administration and public policy.
- Ability to perform under pressure and handle multiple projects simultaneously.
- Ability to navigate applicable software applications to collect, analyze and report data and share information.
- Ability to communicate effectively both in writing and orally, particularly in taking complex subjects and distill into an understandable format.
- Ability to stay focused and thrive in a fast-paced multi-tasking environment, ensuring that all open items relating to the AE General Manager's office are completed.
- Ability to interpret, explain and apply City and Austin Energy policies and procedures.
- Ability to understand departmental operations, services and activities.
- Ability to prepare clear and concise reports.
- Ability to demonstrate interpersonal savvy, and comfort working with senior management.
- Ability to establish and maintain effective working relationships with those contacted in the course of work including City, State and Federal officials and the general public.

Minimum Qualifications:

Graduation from an accredited four year college or university with major coursework in Business, Public Administration or related field, plus five (5) years of experience managing complex programs at a senior manager or executive level.

Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.